

# COT MEETING MINUTES

## COMMISSION ON TECHNOLOGY

Friday, September 23, 2011

10:00 AM - 11:30 AM

ARIZONA SUPREME COURT  
Administrative Office of the Courts  
1501 W. Washington  
Phoenix, AZ 85007

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### CONFERENCE ROOM 119A/B

#### MEMBERS PRESENT

Kent Batty  
Michael Baumstark  
Bennett Evan Cooper  
Andrew Gould\*  
Andrew Hurwitz, *Chair*  
Michael Jeanes  
Gary Krcmarik  
Sheri Newman  
Marcus Reinkensmeyer  
John Rezzo  
Delcy Scull\*  
Roxanne Song Ong  
Lawrence Winthrop (*Patrick Irvine, proxy*)  
Garye Vasquez\*

#### GUESTS

Steve Ballance, *TAC*  
Jennifer Gilbertson, *Phoenix Muni Court*  
David Boynton, *Maricopa County ETS*  
Donald Jacobson\*, *CACC*  
Rona Newton, *PACC/CACC*  
Rich McHattie, *CACC*  
John Lucas, *Graham County IT*  
Jamie Ross, *Courthouse News Svc*

#### MEMBERS ABSENT

Anabel Abarca  
Dennis Kavanaugh

#### AOC STAFF

Stewart Bruner, *ITD*  
Jennifer Greene, *Legal Services*  
Karl Heckart, *ITD/TAC*  
Pamela Peet, *ITD*

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## WELCOME AND OPENING REMARKS

Hon. Andrew Hurwitz,  
Chair

Vice Chief Justice Andrew Hurwitz, Chair, called the Commission on Technology (COT) meeting to order just after 10:00 a.m. He welcomed new members and introduced new staff assistant Melissa Hinojosa, then asked those at the table and on the phone to introduce themselves for the record. Staff confirmed that a quorum existed.

Justice Hurwitz updated members on e-filing-related rules items from the August 31 and September 1 rules agenda. The changes proposed for Rule 124 were not adopted, but the previous text is clearly not applicable in the current approach to e-filing, so administrative orders (AOs) will be used to govern specific e-filing implementations until more clarity exists regarding the way AZTurboCourt will handle certain functions. Mike Baumstark added that the multiple, existing AOs are being combined into an omnibus AO to provide direction for each e-filing jurisdiction in the interim. Timing of the new AOs will ensure no e-filing court lacks necessary authority.

The chair then called members' attention to the minutes from the May 6, 2011, annual meeting.

## MOTION

**A motion was made and seconded to approve the minutes of the May 6, 2011, Commission on Technology meeting. The motion passed unanimously.**

**TECH 11-12**

## IT STRATEGIC PROJECTS UPDATE

Mr. Karl Heckart

Justice Hurwitz introduced Karl Heckart, Chief Information Officer (CIO) for the Administrative Office of the Courts (AOC), to share progress being made on the highest impact projects underway. Karl first informed members of upcoming meetings he will be holding with county CIOs to discuss the intersection of court projects and priorities with county projects and priorities. He also shared some encouraging details about the Arizona Criminal Justice Commissions (ACJC's) five-year plan for criminal justice activities and some changes underway at DPS and the FBI that will improve sharing of criminal data in the state. Karl then described some project-related items and issues in detail, including:

- AZTEC enhancements for document management and defensive driving, as well as progress on the data conversion strategy;
- AJACS enhancements for FARE processing, report cleanup and library creation efforts, the retraining sweep through courts over the summer, and the functions in the upcoming 3.7 release;
- LJ AJACS anticipated release numbers for AZTEC-replacement and large volume court functionality; creation of a Camtasia video library for ongoing training not initial training, and AmCad's dates for upcoming product releases;
- JWJ statewide deployment, JOLTSaz/Pima implementation, Arizona Youth Assessment Survey progress, Juvenile statewide identifier progress, and porting APETs to a new platform; and
- Numbers of electronic filings in the Clerk's Office at Maricopa Superior Court, process and practice issues that are being dealt with, appellate e-filing, small claims e-filing in

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Maricopa Justice Courts, full e-filing in Pima Superior Court on the statewide model, intelligent forms for domestic relations; and the involvement of the ACJC in the preliminary work for criminal e-filing.

Members expressed concern about AJACS reports that are still not working properly. Karl will provide an e-mail detailing the number of reports involved and the approach to resolving the issues. The chair reminded members that a lot of balls remain in the air and that mistakes will inevitably be made and fixed along the way. He appreciates the hard work of those constructing and enhancing the automated systems as well as the identification of problems by those who use the systems – both are required to advance courts' capabilities.

## CHANGES TO TECHNICAL STANDARDS RELATED TO ELECTRONIC FILING

Mr. Stewart Bruner  
Ms. Jennifer Greene

The chair informed members that the documents being presented were on two different review timelines for two separate AJC meetings. Staff Member Stewart Bruner provided the context for the changes being proposed to four Arizona Code of Judicial Administration (AJCA) code sections related to digitization of documents and e-filing. Jennifer Greene from AOC Legal Services then described changes to the paper destruction standards in 1-507 to add operational and technical requirements for regulatory and administrative records held by courts. She read changed language that other committees requested for elected clerks to be authorized to destroy their own records rather than having the presiding judge approve it. Jennifer also described a request from other committees that "tapeless backup" be allowed in place of magnetic tape. Mike Baumstark asked the other members to focus on the technical merits of the proposed changes.

## MOTION

**A motion was made and seconded to accept the technical changes proposed to ACJA 1-507, as presented, recognizing that there may be additional wording changes in the document affecting non-technical items. The motion passed unanimously.**

**TECH 11-13**

Stewart encouraged members to register their individual comments about his three documents on the ACJA Web Forum until early November. He then reviewed in detail the subject areas affected by the proposed changes in each document. He emphasized the addition of AZTurboCourt and participation in the statewide document repository in the ACJA 1-501 proposal. He focused attention on proposed requirements in 1-504 for integration of case management systems with both AZTurboCourt and an EDMS; requirements for EDMSs to output PDF if required; and a new set of requirements for limited jurisdiction courts that participate in the AOC's disconnected scanning approach. In 1-506, he quickly reviewed a large number of proposed changes that enable e-filing and public access to documents to work smoothly. Stewart argued that the content of 1-506 merits review every other year.

Members requested clarification of items in 1-506 that appear to be directions to filers versus procedural items for courts, and asked for some relief for attorneys from "aspirational" requirements like hyperlinks and bookmarks. Members discussed the implications of the specific language regarding hyperlinks and requested that Stewart follow up with the judges who

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originally requested hyperlinks to be allowed before the November meeting. Members raised concern about underlying policy changes that would be driven by the proposed technical changes. Stewart reminded members that the “tapeless backup” question remains to be decided by TAC in October. The chair asked that formal consideration of the three documents be added to the November meeting agenda.

## JUDICIAL BRANCH IT STRATEGIC PLAN FY12 – FY14

Mr. Stewart Bruner

Stewart Bruner, Strategic Planning Manager for the AOC Information Technology Division, reviewed the development process of the latest three-year branchwide information technology strategic plan. He described in general terms the alignment with *Justice 20/20* agendas items, changes from the previous plan, and the process being proposed for next year’s plan. Stewart also reminded members of last year’s decision to change the frequency of IT plan submittals for rural counties to every other year. That means Apache, Coconino, Yavapai, Santa Cruz, Gila, and Pinal will be required to submit plans next year. Stewart reaffirmed the offer from last year to provide development assistance to rural courts that are too understaffed to complete the plan development tasks.

He thanked all the reviewers who submitted comments on the draft after it was posted September 2<sup>nd</sup>. Comments are still being taken but the submittal is due to ASET (formerly GITA) and JLBC by the end of the month. In response to a request from the chair, members did not suggest any further changes to the plan before submittal.

## MOTION

**A motion was made and seconded to approve the Information Technology Strategic Plan for FY2012-FY2014, as presented. The motion passed unanimously.**

**TECH 11-14**

## CALL TO THE PUBLIC

Hon. Andrew Hurwitz

After hearing no further discussion from members or the public, the chair entertained a motion to adjourn at 12:05 p.m.

## Upcoming Meetings:

November 04, 2011	AOC – Conference Room 119 A/B
February TBD, 2012	AOC – Conference Room TBD

## MEETING ADJOURNED

12:05 PM